



Job Opportunity

Centre Director (job share) at Chapel FM Arts Centre

Heads Together aims to use the arts to inspire a creative vision in individuals and communities. The Company¹ has been delivering community arts across Yorkshire and beyond for over thirty years – and is committed to using creative means to achieve social action and change: **creativity with purpose**.

Our East Leeds FM community radio project started in 2003 with a group of teenagers from John Smeaton School. It has been remarkably successful, encompassing a broad range of creative arts work including live music, spoken word and community journalism. In October 2014 we launched Chapel FM—the first-ever dedicated arts venue in East Leeds. We were able to save an old chapel in Seacroft and create something quite remarkable—a beautiful new arts centre which combines state-of-the-art studios with a beautiful radio theatre complete with raked pews, restored pipe organ and specially commissioned stained glass windows.

In the first 3 years of operations, 38,000 people visited Chapel FM; over half of them to participate in one of our training opportunities. We still have a commitment to working with young people, particularly teenagers, but our offer now extends to all ages and across a very broad range of art-forms.

At the beginning of 2018, the Paul Hamlyn Foundation awarded Heads Together an Explore and Test grant to develop a Community Arts Academy; an industry-based coaching programme for a diverse group of young community artists and social activists across the north of England. Current Centre Director, Adrian Sinclair, will now commit part of his work time to lead the Academy initiative outside of Chapel FM.

As a result we are now looking to appoint a job share Centre Director to work alongside Adrian and be jointly responsible for developing, leading and managing Chapel FM Arts Centre.

This post is offered as a 3 days a week (60%) permanent contract on a salary scale between £28,000 and £36,000 (pro rata). The starting salary depends on the successful candidate's previous experience.

If you are interested in applying for the post, please review all the information in this document and complete the application form on Pages 7-10. Then email your application, together with a full cv, to arrive by 10am on Monday 30th April 2018. We will be arranging interviews for short-listed candidates on **Tuesday 8th May**.

If you have any queries, please email info@headstogether.org

¹ For a historical introduction to HeadsTogether Productions and all current policies of Chapel FM go to www.chapelfm.co.uk/about/our-organisation/



JOB DESCRIPTION

1. Job Title Centre Director—Chapel FM

2. Job Purpose

To develop, lead and manage Chapel FM Arts Centre.

3. Organisational Position

The Centre Director is responsible directly to the Board of Heads Together Productions and is responsible for directly managing all workers and volunteers operating the venue and overseeing the work of the participation workers, as coordinated by the Participation Manager.

4. Key Results Areas

- a. **Management:** To be responsible for management of staff, freelance workers and volunteers involved in running the venue.
- b. **Systems and Strategies:** To develop strategies and oversee systems that ensure the Centre operates effectively, and is well used by the local community and others.
- c. **Programming:** To develop a programme of activities and events at the Centre and in the community working in partnership with other groups and organisations.
- d. **Finance:** To ensure that the Centre operates within the budgets available and to work to access additional financial support.
- e. **Marketing:** To oversee an effective publicity and marketing strategy for the Centre.
- f. **Monitoring:** To oversee effective monitoring and evaluation systems in order to improve the effectiveness of the Centre.

5. Main Tasks

- a. To be responsible for developing effective systems for the operation of the building as an accessible welcoming, active environment for those coming into it.
- b. To plan for the effective delivery of the programme of performances, broadcasts and training activities at Chapel FM; ensuring the right staff, volunteers, equipment, participants, audience, booking systems, policies etc are in place.
- c. Ongoing management of staff, freelancers, volunteers etc including periodic appraisals as well as staff and volunteer development.
- d. Oversee the financial management of the Centre including budgeting and financial control as well as working to secure future funding for the operation and activities of the Centre.
- e. Develop ways of working with staff, the wider delivery team, the Board, volunteers and participants to jointly define the future direction of the Centre and seek to implement that.



- f. Meet with partners and potential partners in order to define the various programmes of work, recruit and manage the teams to carry out the work. To maintain and enhance those partnerships and contractual agreements with external organisations, trainers, artists and performers.
- g. To ensure that the Centre is outward-facing; developing partnership programmes and outreach opportunities within the local community and beyond; and developing new ideas to extend the reach and the effectiveness of the Chapel FM.
- h. To develop processes for effectively monitoring and evaluating the work done at and by Chapel FM and report, with the Fundraiser and Participation Manager, to the Board, funding bodies etc.
- i. Oversee safeguarding processes for young people and vulnerable adults.
- j. To ensure that the Centre is well maintained and operated and to develop training for the various staff and volunteers to be able to effectively and safely use the Centre. To have specific responsibilities for health and safety and security for the building.
- k. To oversee all aspects of marketing and publicity for the Centre including maintaining and enhancing the web presence and social media for community radio station ELFM and Chapel FM.
- l. Represent the Company through meetings, conferences, writing or other means in order to best communicate the ethos of Heads Together.

6. In Addition

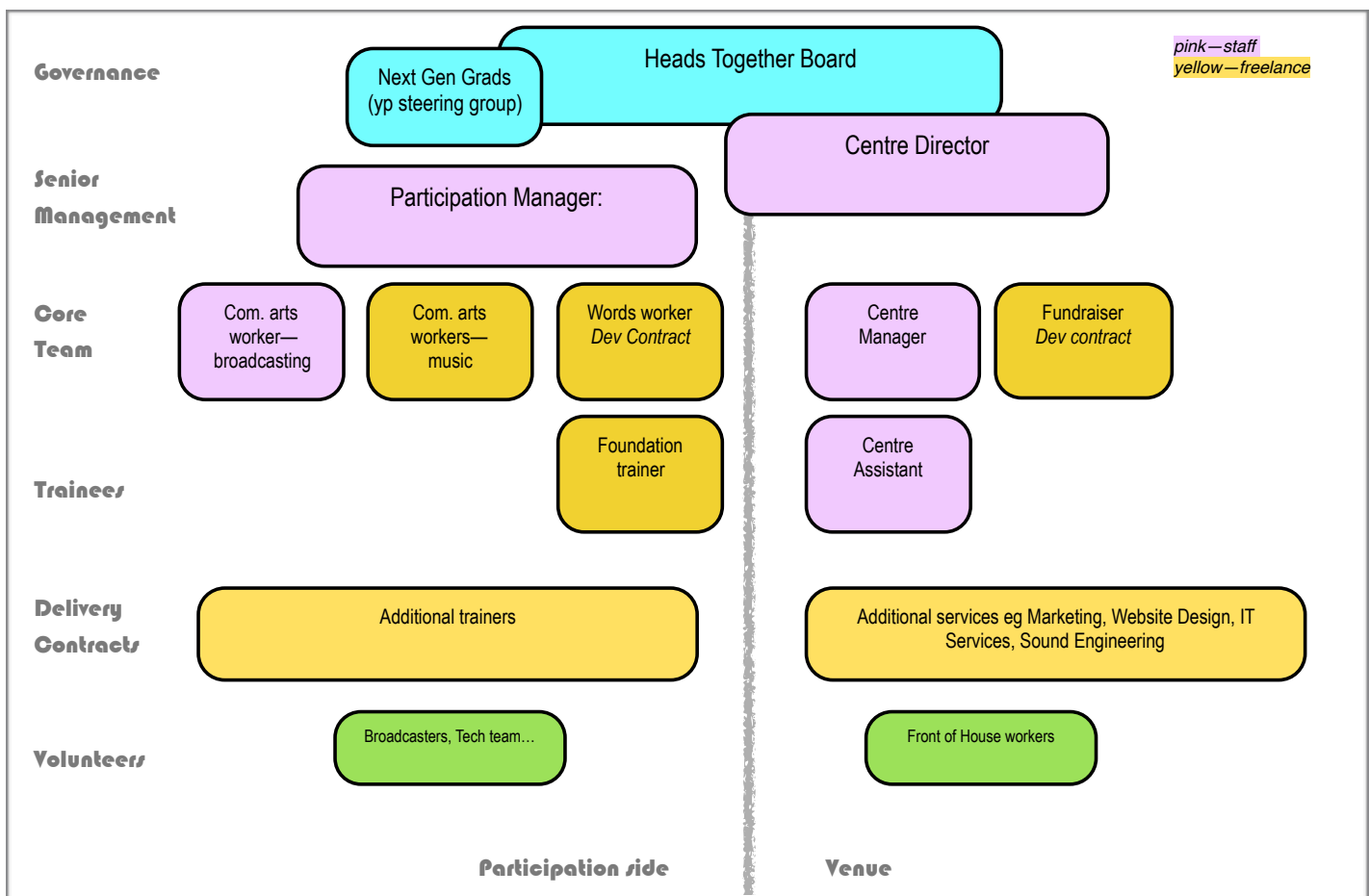
All Heads Together staff are expected to:

- a. Meet with the Heads Together team on a regular basis to discuss progress and plan future tasks, workload and training needs.
- b. Take part in all reflective processes including completing reflective journals for all aspects of their work.
- c. Actively inform and promote the work of Heads Together to external partners/ collaborators.
- d. Operate safely in the workplace, observing Health and Safety Regulations.
- e. Observe organisational practices regarding Equal Opportunities, Safeguarding, Codes of Conduct, and staff development.
- f. Attend relevant training as required and develop an individual learning plan as part of the Heads Together appraisal process.
- g. Undertake such other duties as appropriate to the post as may be required from time to time.



7. Job Details

- The salary for this post will be on a scale of £28,000 to £36,000. The starting salary will depend on the successful candidates skills and previous experience.²
- This post is offered as a job share at 21 hours per week with the current Centre Director, Adrian Sinclair. It is a permanent contract and the exact days of work are to be agreed with the successful candidate. The job will include some evening and weekend work. There is no provision for overtime payments, although time in lieu may be taken as per the Company guidelines.
- Heads Together Productions operates a Workplace pension scheme through NEST and guarantees the minimum legal employer contributions.
- Employees are entitled to 25 days annual leave plus statutory days, as well as an additional day off for their birthday. All leave is given pro rata.
- As this post involves working alongside young people and vulnerable adults, the appointment will be subject to obtaining full references and a DBS check.
- Heads Together is a not-for-profit company limited by guarantee.
- The Heads Together wider team currently compromises 5 core staff who work with a range of associate freelancers and contracted service providers. The work is split between venue and participation roles (see diagram below) and all members of the extended team are invited to be involved in development discussions.



² Heads Together Productions has a Company policy whereby the highest paid member of staff will not earn more than twice as much as the lowest paid.

Competencies needed by Centre Director

General requirements for someone working in this rôle for Heads Together³

CREATIVE PRACTICE

- Identifies strategic opportunities for **innovation** and leads the organisation to develop new approaches.
- Encourages creative **risk taking** within the organisation and models, using both success and failure, ways of building success.
- Leads the organisation with energy and vision that **inspires others**.
- Promotes an organisational environment that encourages flexibility, imagination and **resourcefulness** and develops strategies that can adapt to changing circumstances, whilst retaining creative and visionary integrity.

RELATIONSHIP BUILDING

- Proactively identifies and deliberately develops **strategically** important external relationships.
- Actively promotes a **collaborative** environment, both within the organisation and in working with external clients and organisations.

PERSONAL ATTRIBUTES

- Does not give up on the sector, relationship or project where there is a strategic opportunity. Demonstrates **tenacity** in the face of challenging circumstances.
- Promotes an organisational culture of achieving and exceeding project goals. Shows professional standards and **commitment**.
- will be able to show **advocacy**; articulating the vision and values of the work to existing and potential partners.

THINKING

- Will be confident to set organisational strategy over a mid-term period and detailed annual **forward planning** of activities, projects or strategies.
- **knowledge management**—can demonstrate in-depth knowledge and understanding, regarding all aspects of the work and across all of the organisation's activities.

³ This document has been prepared with reference to the work done by the Consortium for Participatory Arts Learning in the North West



PRACTICAL CONSIDERATIONS

- If you would like to find out more about Heads Together and Chapel FM, have a look at the [About Us](#) section of the Chapel FM website and please note our current Theory of Change which is set out there in full.
- We see Chapel FM as both a beacon of socially-engaged community arts work within East Leeds as well as being a unique destination arts venue. We are looking for someone who can make sense of these dual roles in developing a successful venue and a catalyst for community development locally.
- We are looking for someone who has a good understanding, knowledge and ideally experience of managing a team and running a building. We are happy to consider transferable skills from other creative, educational, community development or other backgrounds but we would expect you to be able to demonstrate a real passion for community arts and community development, as well as an excitement and interest in moving Chapel FM forward.
- There is a practical reason why we are offering this post as a job share but we do believe as a company that offering flexible working opportunities is a positive way of encouraging and retaining a diverse workforce.
- The Centre Director role includes some evening and weekend work and work that will specifically take place during school holidays to encourage involvement of school-age participants and volunteers.
- Chapel FM is at the heart of Seacroft and East Leeds. Being based in a community, you must also be able to demonstrate experience and commitment to working with others—people of all ages, backgrounds and abilities.
- We don't expect you to start the job proficient in all aspects of the work but you must be the sort of person who can pick up ideas and concepts quickly and develop strategies and systems that can both secure the organisation and develop new opportunities.

HOW TO APPLY

- **On the following four pages there is a simple application form.** It has been created as an interactive PDF so you should be able to fill it in and then send it to us as a pdf. If you do have any problems with the form, then do feel free to recreate it (although we would ask you to send a final version as a PDF—that means no problems with system fonts etc). **We are not forcing a strict word-count on each answer, but please don't write much more than the space allows...**
- **We would also like you to send us a full cv** (again in pdf format).
- **Please send both to info@headstogether.org to arrive before 10am on Monday 30th April 2018.**



To apply for the post of **Centre Director (job share) at Chapel FM**, please complete the following application form and submit your cv. Both documents to arrive (in pdf format) by 10am on Monday 30th April 2018. Email to info@headstogether.org

About You

First Name

Surname

Address

Post code

Email

Phone number

If you are shortlisted please confirm that you can attend interviews on Tuesday 8th May:

If you are short-listed, we would like to ask a few simple questions to two people who can provide a reference for you before interview. Can you give details of two referees below:

Referee 1

First Name

Surname

Role/Job Title

How do you know them?

Email

Phone number

Referee 2

First Name

Surname

Role/Job Title

How do you know them?

Email

Phone number



1. **Outline details of any training** (with or without formal qualifications) **or other forms of professional development that you have undertaken which you think are relevant to the Centre Director post.** *For each qualification or element of training, please give us some detail of the skills that you gained—don't assume we will know!*



2. **Give details of any work (paid or unpaid) that you have undertaken which you think are relevant to the post.** Give us some detail of your responsibilities for each post.



3. With reference to the list of competencies and the job description, give us any additional information you think will enhance your application.

